

OS REGISTRY

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MEMORANDUM FOR: CIA Member, Industrial Security Manual  
Working Group

FROM:   
Chief, Policy and Plans Group  
Office of Security

SUBJECT: APEX Industrial Security Manual

REFERENCE: Memo from CIA Member, Industrial Security  
Manual Working Group, dated 21 March 1979,  
Subject: APEX Industrial Security Manual

1. Listed below are comments both substantive and editorial, resulting from this Office's review of the subject Manual.

Page 1, Paragraph 1: The portion of this paragraph containing the definition of Special Access Programs should be reworded to read: "... Sensitive Compartmented Information (SCI) defined as Special Access Programs containing national security information within the National Foreign Intelligence Program."

Page 2, Section II: It is recommended that this Section include a reference to the role of the Agency's industrial or project security officer. Perhaps identification of this individual as the Special Access Program Security Officer (SAPSO) or Government APEX Security Representative (GASR) would suffice. Elsewhere in the manual, reference to the role of this individual in various situations, such as access processing, approval, disapproval, etc. would be deemed appropriate.

Page 3: A broader definition of APEX Control Facilities (ACF's) to include registry and secure communications facilities is believed appropriate.

Page 8, Section e.: Suggest that this Section be retitled to Access Termination Procedures.

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Page 10, Section b.1.: This paragraph should be reworded to read: "Serve as the focus for the initial accreditation and establishment of an APEX Control Facility."

Page 10, Section b.4.: The reference to Termination Secrecy Agreements should be replaced by the currently accepted term "Non-disclosure Agreement Reminder."

Page 11, Section b.6: This paragraph should specify where the original report is being directed as well as the copy.

Page 11, Section b.8.: This paragraph should specify to whom the report is submitted and any notification process in instances of suspected or actual compromise of APEX information.

Page 15: The reference to photographs of any individual should be expanded to require "current (within the past year) photographs."

Page 32: It is suggested that the Physical Security Standards for Sensitive Compartmented Information Facilities, dated 30 April 1973, be subjected to full review in order that major differences between these standards and those presently being promulgated for collateral materials are identified and rectified.

Page 32, Section c.: This Section should be reworded to reflect that such inspections will be unannounced.

Page 35: For clarity and emphasis at this point, it is suggested that ACF be spelled out.

Page 38, Section a.: The last sentence of this Section should be clarified to specify whether secure or non-secure means may be used to certify a visit. It seems ridiculous that one could have a choice of secure communications or a routine telephone call.

Page 38, Section b.: This Section should identify what type of contractor visits are controlled by the Government APEX Program Contract Manager.

Page 41, Section a.: The third sentence of this Section should be reworded to read: "The application of classification markings by APEX contractors will be specified in a classification guide to be provided by Government Contracting Officers or Security Representatives."

Page 44, Section 1: The next to last sentence of this Section should also contain a reference to the Information Security Oversight Office Directive #1 as well as Executive Order 12065.

Page 46: The example of a 20- or 30-year duration should be clarified to avoid misinterpretation. Also, the use of "APEX XII.B.6" as an example is confusing since a Section XII exists that appears to have no bearing on this reference. Note further that Section XI seems to have some errors in paragraph marking.

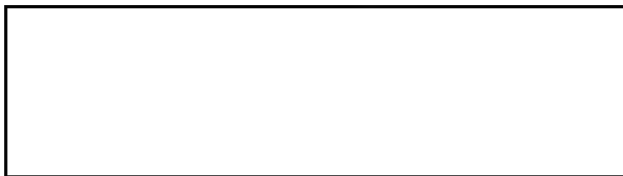
Page 48: The first paragraph should be reworded to include a provision for an "If Found - Do Not Open - Call Area Code \_\_\_\_\_ Telephone No. \_\_\_\_\_" marking on the outer or inner wrapping.

Pages 49 and 50, Section f.: The procedure for destroying APEX material should be restated to eliminate the ambiguity between the statement in the first sentence, ". . . all APEX controlled material shall be destroyed . . ." and the restraint in the second sentence, ". . . only those items approved . . ."

Page 52: The guidance concerning working papers should include a specific reference to secure destruction of these items as well as storage.

Page 62, Section c.: This Section should be reworded to include reference to a Non-disclosure Agreement Reminder which serves to remind the individual of the continued binding nature of the Non-disclosure Agreement he signed originally.

2. As concerns the matter of classification of the proposed APEX Manual, it is this Office's opinion that there is presently nothing from a content viewpoint to warrant any classification.



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